

NAVAL AVIATION SYSTEM TEAM / NAWCWPNS

Performance Appraisal

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|---------------------|--------------------------------------|
| NAME | SOCIAL SECURITY NUMBER |
| POSITION TITLE | SERIES AND GRADE |
| ORGANIZATION / CODE | RATING PERIOD From _____ To _____ |

RECORD OF REVIEWS AND FINAL APPRAISAL

| | | | | | |
|-----------------|------|-----------------|------|------------------------|------|
| ELEMENTS ISSUED | DATE | PROGRESS REVIEW | DATE | FINAL APPRAISAL ISSUED | DATE |
| RATING OFFICIAL | | | | | |
| EMPLOYEE | | | | | |

RATING TYPE: ☐ RATING OF RECORD
☐ CLOSE OUT RATING

SUMMARY RATING: ☐ ACCEPTABLE
☐ UNACCEPTABLE

| | |
|---|------|
| REVIEWING OFFICIAL SIGNATURE <i>(For Unacceptable ratings only)</i> | DATE |
|---|------|

POSITION DESCRIPTION CERTIFICATION *(To be completed at the **beginning** of the appraisal period.)*
 Check one:

I certify that the employee's position description ☐ is ☐ is not current and accurate. _____ SUPERVISOR'S INITIALS

CRITICAL ELEMENTS AND STANDARDS

(Critical Element #1 applies to all employees. Check elements #2 and #3 ONLY if they are applicable)

CRITICAL ELEMENT / STANDARD FOR ALL EMPLOYEES:

☒ #1 - Execution of Duties:

Performs assigned tasks (including the protection and management of classified information), readily accepts and performs the work to be accomplished, supports and implements policies, procedures, and regulations, and uses applicable knowledge and skills to produce a product or service of good quality in a timely manner. Works effectively in groups, participates in resolving team conflicts, and establishes and maintains cooperative and effective internal and external working relationships. Keeps supervisor(s) and/or team leader(s) informed of difficult and/or controversial issues and problems.

CRITICAL ELEMENTS / STANDARDS FOR IPT/ET/EDT LEADERS, MANAGERS, AND SUPERVISORS:

☐ #2 - Leadership and Organizational Support (Required for all Supervisors, Managers, and IPT Leaders):

Promotes an efficient and effective organization by performing the following: selects team members and/or makes work assignments without regard to non-merit factors; resolves issues and problems that arise in the administration of programs; monitors all aspects of programs for quantity, quality, cost, schedule, effectiveness, and consistency; provides timely and correct information and guidance to serviced organizations; implements a system of internal controls which ensures program integrity and prevents waste, fraud and abuse; adheres to policies, regulations, and procedures covering areas such as safety, audit follow-up actions, classified information protection and management, internal management controls, inventory management, and contract administration; and, develops, maintains and promotes productive work relationships at all levels of the organization.

☐ #3- Personnel Management / EEO (Required for all Supervisors and Managers):

Promotes a work environment in which employees can excel (encourages innovation, continuous training, and positive attitude). In accomplishing this goal; selects/recommends individuals for recruitment, promotion, recognition, training, and work assignments in an equitable manner without regard to non-merit factors; appropriately appraises staff within required timeframes; uses established position management principles and techniques which result in an efficient organization; uses discipline and alternative dispute resolution processes where appropriate; takes a proactive approach in ensuring a work environment free of discrimination and sexual harassment; and, participates in the achievement of affirmative employment program goals.

RATING LEVEL (X)

ACCEPTABLE UNACCEPTABLE

ADDITIONAL CRITICAL ELEMENTS / WRITTEN COMMENTS

Certain positions require additional specific critical elements. Although the generic supervisory and managerial elements cover the supervisory and managerial requirements cited in enclosure (1) of NAWCWPNSINST 12430.3, additional critical elements/standards may be required for some positions. These may be added in the space below and rated as acceptable or unacceptable during the rating cycle. This space may also be used to clarify standards, outline objectives, or acknowledge accomplishments.

SIGNIFICANT PERFORMANCE APPRAISAL ACTIONS

Within 30 days of the beginning of the rating period

Review and Issue Performance Elements

Within 30 days of the beginning of the rating period, supervisor meets with each employee to discuss and review mission requirements, the employee's individual objectives, and the performance element(s). Supervisor and employee both sign and date the form.

Distribution:

- A copy is given to the employee.
- The original is kept by the supervisor.

Mid-cycle

Complete Progress Review

Supervisor and employee meet to discuss the employee's accomplishments, update priorities, and define new assignments and expectations. Supervisor and employee both sign and date the form.

Within 30 days of the end of the rating period

Issue of Rating of Record

Supervisor rates the employee's performance on each element and assigns a summary rating. Supervisor and employee both sign and date the form.

Distribution:

- A copy is given to the employee.
- A copy is kept by the supervisor.
- The original is forwarded in accordance with local operating procedures.

Privacy Act Notice: Use of a social security number is authorized by Executive Order 9397. The social security number is used to ensure that the correct rating is entered into the computer record and that this form is properly filed. This information may be shared with other Federal agencies in order to administer or audit the performance management program.